



177 Day Island Rd., Eugene, OR 97401 • PH 541-682-3755 • FAX 541-682-3411
300 West Fairview Dr., Springfield, OR 97477 • PH 541-682-4090 • FAX 541-682-3875



Homes. People. Partnerships. Good. www.homesforgood.org

Property Manager Division Director

POSTING #12.21.18

\$5,916.08 - \$7,928.10

**HOMES FOR GOOD HOUSING AGENCY IS AN EQUAL OPPORTUNITY EMPLOYER
INDIVIDUALS FROM DIVERSE CULTURES ARE STRONGLY ENCOURAGED
TO CONSIDER THIS CAREER OPPORTUNITY**

GENERAL DESCRIPTION: This recruitment is for a director level position that will oversee, and direct property management activities related to Homes for Good diverse Agency-owned properties and the Fee for Service department. The Property Management Division includes Agency owned, Public, Multi -Family, and Assisted Housing programs. There are 37 employees in the Public Housing Division and Fee for Service department. The annual budget for the Property Management Division is over \$7,000,000.

Homes for Good is currently reviewing and modifying procedures and workflows within the Property Management Division. The Division Director will be leading this effort and will need to implement these improvements using proven tools, training and methods for managing change and transition.

The successful candidate will be joining a mission driven organization where exceptional customer service to the low-income citizens of Lane County is of highest priority. All employees are expected to be innovative, entrepreneurial, self-motivated and have a work-life balance. Leadership Team members are expected to play a proactive role in shaping the culture of the organization, mentoring employees from all levels of the organization and helping Homes for Good become an organization that is well known nationally, regionally and locally for its best practices and innovations.

Background about Homes for Good

Homes for Good is the public housing authority for the City of Eugene, City of Springfield and all of Lane County. Previously known as the Housing and Community Service Agency of Lane County, the agency's primary mission is to provide affordable housing to low- and moderate-income families and households. The Agency's Board of Directors consists of the Lane County Board of Commissioners plus two resident commissioners. In their role as the Agency's board of commissioners, the Lane County Board of Commissioners must deliberate in the best interest of the Agency.

The Agency operates 32 affordable housing communities for families and seniors throughout its service area of the following types:

- 864 Public and assisted housing units
- 150 Affordable housing units for people with special needs
- 497 Affordable housing units developed and owned in whole or in part with partners
- 124 Affordable housing units funded by USDA-Rural Development

Additionally, the Agency administers 3,108 Section 8 Rental Assistance Vouchers, 211 Veteran's Affairs Supportive Housing Vouchers and 80 Shelter Plus Care Vouchers.



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Strategic Highlights for Homes for Good

New Administrative Service Center

Homes for Good is preparing to merge its two main office locations in early 2020. Preparation for office moves, change management, and audit of current cross-division work opportunities will take priority in 2019. This move will continue to transform the culture of our organization. The synergy between our key divisions that are in service to people with low-incomes in our community and how we can use this synergy to address our clients' needs in a more holistic way.

Launch of Equity Initiative

Homes for Good is preparing to launch its Equity Initiative in 2019. Homes for Good seeks to establish a culture of inclusion as the basis for all decision-making and create a welcoming and supportive working environment for all its employees. The organization also strives to embrace the diversity of Lane County residents, businesses and neighborhoods. Homes for Good would like to use equity as a guiding principle for all internal and external interactions to ensure that all voices are heard and valued and that all the communities it serves are treated respectfully and fairly

Strategic Planning

In early 2019 the Agency will be developing a new strategic plan and goals reflective of all the new projects and initiatives happening across divisions and the future of the Agency

DUTIES: The position is responsible for the overall successful operation of the Public Housing and the Fee for Service departments and works to ensure the Property Management Division's operations surpass industry best practices. The Property Management Division Director is a member of the Leadership Team working to develop and implement short-range and long-range organizational goals. This position reports to the Executive Director and works closely with other members of the Leadership Team to find synergies and achieve betterment of alignment between all agency divisions.

EXPECTATIONS: The successful applicant will work proactively to move the Property Management division towards excellence in operations and customer service, towards high marks from HUD, towards fiscal solvency and to make the division a desirable place to work for staff. The Division Director will represent Homes for Good to the community, maintain a good working relationship with community partners and will actively lead and participate on action teams focused on department and organization goals and standards. Property Management Division Director will keep abreast of regulatory requirements and best practices; deliver trainings and other learning opportunities that will create an appreciation for and understanding of equity and diversity in the workforce and in our customer population; participate in the Strategic Planning process; promote and model communication and collaboration with other Homes for Good divisions; monitor issues as they arise in the division; provide guidance to division managers and communicate to other members of Leadership Team as needed. The successful applicant will be responsible for preparing and monitoring the division administrative budget. This position requires the applicant to be efficient in modern office practices and procedures, including standard computer programs (Excel, Word, Outlook) and possess exceptional verbal, written and interpersonal communication skills.

EDUCATION: Bachelor's degree in real estate development, public administration, or related field required. Master's degree preferred.

EXPERIENCE: A minimum of 7 years' experience in the administration of property management or similar field. At least four years of substantial supervisory responsibilities.



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SUBSTITUTION: An equivalent combination of education and training that will demonstrate the required knowledge and abilities is qualifying.

SUPPLEMENTAL TESTING: Qualified applicants may be required to demonstrate budgeting ability, writing ability and computer skills through testing. Successful candidates will be selected for an interview.

LICENSE OR CERTIFICATE: Possession of, or ability to obtain, an appropriate, valid State of Oregon vehicle driver's license, and be insurable at standard rates.

COMPENSATION: The pay range for this position is \$5,916.08 - \$7,928.10./month with a generous benefits package which includes; paid time off starting at 18.66 hrs. per month, Agency paid health, dental and vision insurance after 1 month of employment, agency paid life insurance and a 12% contribution of your monthly salary into a retirement account after 6 months of employment.

APPLICATION PROCEDURE:

[Click here](#) to learn more and apply!

Applications will be reviewed for relevant experience, education, and training. Applications must be detailed and complete for proper evaluation. The best-qualified applicants may be required to complete further testing, which may consist of any combination of written, oral, personality testing and/or performance examinations. Responses to supplemental questions are required if applicable.

POSTING DATE: Friday, December 21st, 2018

CLOSING DATE: Open until filled. Application review will begin on January 21, 2019.

Note: This is an equal opportunity employer and complies with State and Federal laws and regulations relating to the 1973 Rehabilitation Act, Section 504, and the 1990 Americans with Disabilities Act (ADA) and the 2009 Americans with Disabilities Act Amendment (ADAA). Homes for Good does not discriminate on the basis of disability status in the admission or access to its federally assisted programs or activities. Entrance Requirements: The Agency shall establish or revise the entrance requirements of this position in order to provide a reasonable accommodation for a disability if doing so does not impose an undue hardship on the operation of the program. A reasonable accommodation may include, depending on the nature of the job duties, waiving the requirements for a physical examination and/or the requirement to possess or obtain a driver's license. It shall be the policy of Homes for Good to assist and encourage the employment of persons with disabilities who are able and qualified to perform the work for which they have made application.